

**IN THE CIRCUIT COURT OF THE CITY OF ST. LOUIS
STATE OF MISSOURI
ASSOCIATE DIVISION**

TIMOTHY SNOW

Plaintiff,

v.

ALPHA RECOVERY CORP.,

Serve at:

Illinois Corporation Service C
801 Adlai Stevenson Drive
Springfield, IL 62703

and

BUREAUS INVESTMENT GROUP
PORTFOLIO NO. 15, LLC

Serve at:

Michael Slotky - Registered Agent
650 Dundee Road, Ste 370
Northbrook, IL 60062

Defendants.

Case No

Division

JURY TRIAL DEMANDED

PETITION

COMES NOW Timothy Snow (“Plaintiff”), by and through his undersigned counsel, and for his petition states as follows:

INTRODUCTION

1. This is an action for actual and statutory damages brought to the Court by an individual consumer for violations of the Fair Debt Collections Practices Act, 15 U.S.C. §1692 et

Exhibit A

seq. (“FDCPA”), which prohibits debt collectors from engaging in abusive, deceptive, and unfair practices.

2. Plaintiff demands a trial by jury on all issues so triable.

JURISDICTION

3. This Court has jurisdiction of the FDCPA claim under 15 U.S.C. § 1692k(d), as Defendants’ collection activity was directed to Plaintiff at his residence in Missouri. Plaintiff suffered the harms described herein in Missouri. Venue is proper in the City of St. Louis, Missouri for this reason.

PARTIES

4. Plaintiff is a natural person currently residing in St. Louis, Missouri. Plaintiff is a “consumer” within the meaning of the FDCPA.

5. The alleged debt Plaintiff owes arises out of consumer, family, and household transactions. Specifically, the alleged debt arose from consumer purchases of goods and services Plaintiff made on his Capital One account.

6. Plaintiff has a bona-fide dispute of the debts. While Plaintiff did purchase consumer goods and services on his Capital One account, the balance alleged of \$862.43 is not accurate to the best of Plaintiff’s understanding as it overstates any amount that could be due or owing to Defendants.

7. Defendant Alpha Recovery Corp. (“Defendant Alpha”) is a foreign limited liability company with its principal place of business located outside the State of Missouri.

8. Defendant Bureaus Investment Group Portfolio No. 15, LLC (“Defendant Bureaus”) is a foreign limited liability company with its principal place of business located outside the State of Missouri.

9. At all times relevant, Defendant Alpha and Defendant Bureaus collectively and cooperatively worked on the collection of the subject debt. Specifically, Defendant Bureaus purchased the alleged debt and retained ownership of it while it directed Defendant Alpha to take the specific debt collection tactics at issue in this suit or undertook those collection activities jointly and directly with Defendant Alpha. The collection letter at issue reflected that it was sent jointly by Defendant Alpha and Defendant Bureaus, and all other collection activity with respect to the subject debt was conducted jointly by Defendants.

10. Defendant Alpha and Defendant Bureaus are co-agents.

11. The principal business purpose of Defendants is the collection of debts nationwide; Defendants regularly attempt to collect debts alleged to be due to another entity.

12. Defendants are engaged in the collection of debts from consumers through means of using mail and telephone. Defendants are “debt collectors” as defined by the FDCPA. 15 U.S.C. §1692a(6).

FACTS

13. Defendants’ collection activity, of which Plaintiff disputes, occurred within the previous twelve (12) months.

14. On November 9, 2020, Plaintiff called Defendants after noticing them on his credit report. This was the initial collection communication.

15. Defendants verified Plaintiff’s identity and stated a balance of \$862.43.

16. Plaintiff, having received no communication from Defendants to this point, asked Defendants if they would be sending him a letter.

17. Defendants falsely attributed the lack of communication to Plaintiff by claiming Plaintiff sent a cease and desist letter to Defendants in April of 2020.

18. Plaintiff, at no point, sent Defendants a cease and desist letter.

19. During the call, Defendants sent Plaintiff a collection letter via email at Plaintiff's request. This was the initial collection communication.

20. This initial collection communication did not advise Plaintiff of his dispute rights or allow any mechanism by which he could dispute the debt, as required by the FDCPA. Specifically, the collection letter Defendants sent Plaintiff simply listed the alleged balance due and asked that Plaintiff "remit your payment in full."

21. This was a collection communication that overshadowed Plaintiff's dispute rights and caused him to believe that Defendants would not honor his right to dispute the debt or that he had no right to dispute the debt. Specifically, Defendants were refusing to acknowledge Plaintiff's right to dispute the debt by failing to notify him that he even had dispute rights.

22. During the call, Defendants at no point notified Plaintiff of his dispute rights. Specifically, Defendants gave Plaintiff one option to get the alleged debt removed from his credit report: pay the alleged debt in full to Defendants right then and there on November 9, a date well within Plaintiff's dispute period.

23. Defendants' conduct showed blatant disregard for Plaintiff's right to dispute a debt.

24. Defendants' above-described conduct has caused Plaintiff to incur actual damages including but not limited to attorneys' fees paid to his counsel, anxiety, frustration, and worry.

25. Further, Defendants' above-described conduct has caused Plaintiff to suffer the following additional injuries in fact:

- a. Plaintiff has been deprived of his statutorily created right to dispute a debt.
- b. Plaintiff has been deprived of his statutorily created right to truthful information about the debt because Defendants failed to notify Plaintiff of his ability to dispute the debt.

26. The injuries in fact are fairly traceable to the challenged actions of the Defendants in that the Defendants engaged in the phone call with Plaintiff and sent Plaintiff the initial collection communication.

27. Plaintiff's injuries in fact are likely to be redressed by a favorable decision in this Court.

COUNT I: VIOLATION OF THE FDCPA

28. Plaintiff re-alleges and incorporates by reference all of the above paragraphs.

29. In its attempts to collect the alleged debt from Plaintiff, Defendants have committed violations of the FDCPA, 15 U.S.C. § 1692 et seq., including, but not limited to, the following:

- a. Overshadowing Plaintiff's dispute rights. 15 U.S.C. § 1692g.
- b. Falsely representing the character, amount, or legal status of the alleged debts, specifically by failing to notify Plaintiff of his dispute rights and making false representations about communications sent on the debt. 15 U.S.C. § 1692e.

WHEREFORE, Plaintiff respectfully requests that judgment be entered against Defendants for:

- A. Judgment that Defendants' conduct violated the FDCPA;
- B. Actual damages in an amount to be determined by the jury;
- C. Statutory damages, costs and reasonable attorney's fees pursuant to 15 U.S.C. § 1692(k); and
- D. For such other relief as the Court may deem just and proper.

Respectfully submitted,

ROSS & VOYTAS, LLC

By: /s/ Richard A. Voytas, Jr.
Richard A. Voytas, #52046
12444 Powerscourt Drive, Ste 370
St. Louis, MO 63131
Phone: (314) 394-0605
Fax: (636) 333-1212
rick@rossvoytas.com

Attorney for Plaintiff

In the
CIRCUIT COURT
 City of St. Louis, Missouri



For File Stamp Only

TIMOTHY SNOW

Plaintiff/Petitioner

November 20, 2020

Date

vs.

ALPHA RECOVERY CORP., et al.

Defendant/Respondent

Case number

Division

REQUEST FOR APPOINTMENT OF PROCESS SERVER

Comes now Plaintiff, pursuant

Requesting Party

to Local Rule 14, requests the appointment by the Circuit Clerk of
 Clutter Investigations d/b/a Courthouse Courier 1 W Old State Capitol Plaza #818

Name of Process Server	Address	Telephone
Michelle Tomlin	Springfield, IL 62701	877-528-5997
Michael A. Jones	4101 S Halsted St., Ste 9191, Chicago IL 60609	773-776-6610
Name of Process Server	Address	Telephone

to serve the summons and petition in this cause on the below named parties.

SERVE:
 Illinois Corp. Serv. C - Rgt. Agt for Alpha

Name
 801 Adlai Stevenson Drive
 Address
 Springfield, IL 62703
 City/State/Zip

SERVE:

Name

Address

City/State/Zip

Appointed as requested:
TOM KLOEPPINGER, Circuit Clerk

By
 Deputy Clerk

Date

SERVE:
 Michael Slotky - Rgt. Agt. for Bureaus

Name
 650 Dundee Road, Ste 370
 Address
 Northbrook, IL 60062
 City/State/Zip

SERVE:

Name

Address

City/State/Zip

/s/ Richard A. Voytas, Jr.
 Attorney/Plaintiff/Petitioner
 52046

Bar No.
 12444 Powerscourt Dr., Ste 370, St. Louis, MO
 Address
 314-394-0605
 Phone No.

Exhibit A

RULE 14 SPECIAL PROCESS SERVERS

1. Any person appointed by the Court or the Circuit Clerk to serve process must have a license issued pursuant to this rule to serve process.
2. Licenses to serve process shall be issued by the Sheriff of the City of St. Louis if the applicant has met the following qualifications:
 - a. Is twenty-one years of age or older;
 - b. Has a high school diploma or an equivalent level of education;
 - c. Has insurance coverage for any errors or omissions occurring in the service of process;
 - d. Has not been convicted, pleaded guilty to or been found guilty of any felony, or of any misdemeanor involving moral turpitude; and,
 - e. Has passed a training course for the service of process which shall be administered by the Sheriff of the City of St. Louis.
3. Each applicant for a process server license under the provisions of this rule shall provide an affidavit setting forth such person's legal name, current address, any other occupations and current telephone numbers. Licensed process servers shall immediately notify the Sheriff of the City of St. Louis of any change in the above information, and the failure to do so shall constitute good cause for the revocation of such person's license.
4. The Sheriff of the City of St. Louis shall maintain a list of persons licensed to serve process pursuant to this rule, and shall make such list available to litigants upon request.
5. A photo identification card designed by the Sheriff of the City of St. Louis shall be issued in addition to the license. No other identification will be allowed. All licenses must be signed and approved by the Sheriff of the City of St. Louis and the Presiding Judge or his designee.
6. A license fee recommended by the Sheriff and approved by the Court En Banc shall be charged to cover the costs of compiling and maintaining the list of process servers and for the training of such process servers. The license fees shall be made payable to the Sheriff of the City of St. Louis.

7. A license for service of process issued under this rule may be revoked by the Sheriff with the approval of the Presiding Judge or his designee, for any of the following reasons:

- a. Misrepresentation of duty or authority;
- b. Conviction, guilty plea or finding of guilty of any state or federal felony, or a misdemeanor involving moral turpitude;
- c. Improper use of the license;
- d. Making a false return; or
- e. Any other good cause.

Provided, no service of process made by an appointed process server with a revoked license shall be void if the Court or Circuit Clerk made the appointment in good faith without knowledge of the license revocation.

8. Any person authorized to serve process may carry a concealed firearm as allowed by Section 506.145, RSMo, only while actually engaged in the service of process and only if the person has passed a firearms qualification test approved by a law enforcement agency; provided, however, that any licensed special process server may file a written waiver of the right to carry a concealed firearm and thereby avoid the requirements of firearm training and testing. Any violation of this section shall be considered beyond the scope of the privilege to carry a concealed weapon that is granted by the appointment, and shall constitute good cause for the revocation of the license.
9. Applications for the appointment of a special process server shall be made on forms available in the offices of the Sheriff and Circuit Clerk. Orders Appointing special process servers may list more than one licensed server as alternatives.
10. The licenses granted pursuant to this rule shall be good for two years. Each person granted a license shall be required to reapply at the expiration of the license and shall be required to provide all the information required in the initial application, including a current police record check.

(Approved 9/28/92; amended 11/23/92; 5/31/95; 12/17/07)

2022-AC10738

In the
CIRCUIT COURT
 City of St. Louis, Missouri



For File Stamp Only

TIMOTHY SNOW

Plaintiff/Petitioner

November 20, 2020

Date

vs.

ALPHA RECOVERY CORP., et al.

Defendant/Respondent

Case number

Division

REQUEST FOR APPOINTMENT OF PROCESS SERVER

Comes now Plaintiff, pursuant

Requesting Party

to Local Rule 14, requests the appointment by the Circuit Clerk of
 Clutter Investigations d/b/a Courthouse Courier 1 W Old State Capitol Plaza #818

Name of Process Server	Address	Telephone
Michelle Tomlin	Springfield, IL 62701	877-528-5997

Name of Process Server	Address	Telephone
Michael A. Jones	4101 S Halsted St., Ste 9191, Chicago IL 60609	773-776-6610

Name of Process Server	Address	Telephone
------------------------	---------	-----------

to serve the summons and petition in this cause on the below named parties.

SERVE:

Illinois Corp. Serv. C - Rgt. Agt for Alpha

Name
 801 Adlai Stevenson Drive

Address
 Springfield, IL 62703

City/State/Zip

SERVE:

Name

Address

City/State/Zip

Appointed as requested:

TOM KLOEPPINGER, Circuit Clerk

By

Deputy Clerk

Date

SERVE:

Michael Slotky - Rgt. Agt. for Bureaus

Name
 650 Dundee Road, Ste 370

Address
 Northbrook, IL 60062

City/State/Zip

SERVE:

Name

Address

City/State/Zip

/s/ Richard A. Voytas, Jr.

Attorney/Plaintiff/Petitioner
 52046

Bar No.
 12444 Powerscourt Dr., Ste 370, St. Louis, MO

Address
 314-394-0605

Phone No.

Exhibit A



SPECIAL PROCESS SERVER

IN THE 22ND JUDICIAL CIRCUIT, CITY OF ST LOUIS, MISSOURI

Judge or Division: NICOLE JEAN COLBERT BOTCHWAY	Case Number: 2022-AC10738	Special Process Server 1 M TOMLIN
Plaintiff/Petitioner: TIMOTHY JESSE SNOW	Plaintiff's/Petitioner's Attorney/Address or Pro Se's Address/Telephone Number: RICHARD ANTHONY VOYTAS 12444 POWERS COURT DRIVE SUITE 370 ST LOUIS, MO 63131 (314) 394-0605	Special Process Server 2 M A JONES
Defendant/Respondent: ALPHA RECOVERY CORP.		Special Process Server 3
Nature of Suit: AC Other Tort	Date, Time and Location of Court Appearance: 06-JAN-2021 09:30 AM Division 28 CIVIL COURTS BUILDING 10 N TUCKER BLVD SAINT LOUIS, MO 63101 Please see the attached information for appearing via WebEx. WebEx connection information may also be found at http://www.stlcircuitcourt.com/	(Date File Stamp)

Summons for Personal Service Outside the State of Missouri (Associate Division Cases)

The State of Missouri to: ALPHA RECOVERY CORP.

Alias:

801 ADLAI STEVENSON DRIVE
SPRINGFIELD, IL 62703

COURT SEAL OF



CITY OF ST LOUIS

You are summoned to appear before this court physically if the court is open to the public or virtually if not on the date, time and location above, to answer the allegation in the petition filed by the above-named plaintiff/petitioner, a copy of which is attached. If you fail to appear at the time and place stated in this summons, judgment by default will be taken against you for the relief demanded in the petition. **Due to COVID19 challenges, virtual appearances by Webex.com are required until further order of this Court. **
If you have a disability requiring special assistance for your court appearance, please contact the court at least 48 hours in advance of scheduled hearing.

November 20, 2020

Date

Further Information:

Officer's or Server's Affidavit of Service

Note to serving officer: Service must not be made less than 10 days nor more than 60 days from the date the defendant/respondent is to appear in court.

I certify that:

- I am authorized to serve process in civil actions within the state or territory where the above summons was served.
- My official title is _____ of _____ County, _____ (state)
- I have served the above summons by: (check one)
 - ☐ delivering a copy of the summons and a copy of the petition to the defendant/respondent.
 - ☐ leaving a copy of the summons and a copy of the petition at the dwelling place or usual abode of the defendant/respondent with _____, a person of the defendant's/respondent's family over the age of 15 years who permanently resides with the defendant/respondent.
 - ☐ (for service on a corporation) delivering a copy of the summons and a copy of the petition to: _____ (name) _____ (title).
 - ☐ other: _____

Served at _____ (address) in _____ County,
_____ (state) on this _____ (date) at _____ (time).

Printed Name of Sheriff or Server

Signature of Sheriff or Server

Subscribed and sworn to before me this _____ (day) _____ (month) _____ (year).

I am: (check one)

- ☐ the clerk of the court of which affiant is an officer.
- ☐ the judge of the court of which affiant is an officer.
- ☐ authorized to administer oaths in the state in which the affiant served the above summons. (use for out-of-state officer)
- ☐ authorized to administer oaths. (use for court-appointed server)

(Seal)

Signature and Title

28

4. Attend by **Webex** or other court approved video technology (computer or smart phone);
5. Attend by **Webex** or other court approved audio technology (telephone);
6. **Only appear in person if you have been informed that Division 28 will conduct in person proceedings on the date your hearing is set.**
To check on your case by telephone call **Division 28 at 314-613-3185 or the circuit clerk's office at 622-4433** during regular business hours.
You can access your case online on CaseNet at www.courts.mo.gov

If you fail to appear at your scheduled Court hearing by one of the three methods above, a default judgment may be entered against you.

To appear at the Webex hearing please follow the steps below:

Parties are required to appear in court on the date ordered physically if the courthouse is open for your specific proceeding or virtually using the below URL link and/or Audio Connection with the Meeting Number/Access Code 961 544 759

URL:

<https://mocourts.webex.com/meet/craig.higgins/>

Meeting Number:

967 395 750

Video Address:

craig.higgins@mocourts.webex.com

Audio connection:

United States Toll +1-408-418-9388

Access code:

967 395 750

Additional Information For Self-Represented Litigants on Associate Circuit Civil Cases – Page 2

1. The **WebEx** app is free and available through all phone app stores, such as the Google Play store or iTunes. The call in number is a toll call.
2. At the time of your scheduled hearing, you should log into **Webex** or call in using the audio connection above.
3. If you have any questions, please call the **Division 28 court clerk at 314-613-3185**.
4. VIDEO OR AUDIO RECORDING by litigants or by counsel **IS PROHIBITED**.
5. Until your next court date, please consider the following:
 - You can monitor the status of your case online on CaseNet at www.courts.mo.gov. Use the “Track this Case” feature to automatically receive emails or text messages about your case.
 - **Before coming to the courthouse**, please check the St. Louis City Circuit Court website at www.stlcitycircuitcourt.com to determine whether the courthouse will be open on the day of your scheduled court hearing.
 - To check on your case by telephone call **Division 28 at 314-613-3185 or the circuit clerk’s office at 622-4433** during regular business hours. Due to the increased volume of calls, court clerks may not be available at all times to answer questions via telephone.
 - You have the right to hire an attorney to represent you.
 - Attorneys must **mark and e-file** all documents.
 - If you are not represented by a lawyer, you may file answers or other pleadings with the court by mail, or **when the Court is open to the public** come in person to the **St. Louis City Circuit Clerk’s office, 10 North Tucker, St. Louis, MO 63108**.
 - Parties are encouraged, but in no way required, to engage in settlement discussions regarding their cases. If a settlement is reached, a Consent Judgment resolving the case may be filed with the court. A consent judgement must be signed by all the parties and dated.



SPECIAL PROCESS SERVER

IN THE 22ND JUDICIAL CIRCUIT, CITY OF ST LOUIS, MISSOURI

Judge or Division: NICOLE JEAN COLBERT BOTCHWAY	Case Number: 2022-AC10738	Special Process Server 1 M TOMLIN
Plaintiff/Petitioner: TIMOTHY JESSE SNOW	Plaintiff's/Petitioner's Attorney/Address or Pro Se's Address/Telephone Number: RICHARD ANTHONY VOYTAS 12444 POWERS COURT DRIVE SUITE 370 ST LOUIS, MO 63131 (314) 394-0605	Special Process Server 2 M A JONES
Defendant/Respondent: ALPHA RECOVERY CORP.	vs.	Special Process Server 3
Nature of Suit: AC Other Tort	Date, Time and Location of Court Appearance: 06-JAN-2021 09:30 AM Division 28 CIVIL COURTS BUILDING 10 N TUCKER BLVD SAINT LOUIS, MO 63101 Please see the attached information for appearing via WebEx. WebEx connection information may also be found at http://www.stlcircuitcourt.com/	(Date File Stamp)

Summons for Personal Service Outside the State of Missouri (Associate Division Cases)

The State of Missouri to: BUREAUS INVESTMENT GROUP PORTFOLIO NO 15 LLC

Alias:

650 DUNDEE ROAD SUITE 370
NORTHBROOK, IL 60062

COURT SEAL OF



CITY OF ST LOUIS

You are summoned to appear before this court physically if the court is open to the public or virtually if not on the date, time and location above, to answer the allegation in the petition filed by the above-named plaintiff/petitioner, a copy of which is attached. If you fail to appear at the time and place stated in this summons, judgment by default will be taken against you for the relief demanded in the petition. **Due to COVID19 challenges, virtual appearances by Webex.com are required until further order of this Court. **
If you have a disability requiring special assistance for your court appearance, please contact the court at least 48 hours in advance of scheduled hearing.

November 20, 2020

Date

Further Information:

Officer's or Server's Affidavit of Service

Note to serving officer: Service must not be made less than 10 days nor more than 60 days from the date the defendant/respondent is to appear in court.

I certify that:

1. I am authorized to serve process in civil actions within the state or territory where the above summons was served.
2. My official title is _____ of _____ County, _____ (state)
3. I have served the above summons by: (check one)
 - ☐ delivering a copy of the summons and a copy of the petition to the defendant/respondent.
 - ☐ leaving a copy of the summons and a copy of the petition at the dwelling place or usual abode of the defendant/respondent with _____, a person of the defendant's/respondent's family over the age of 15 years who permanently resides with the defendant/respondent.
 - ☐ (for service on a corporation) delivering a copy of the summons and a copy of the petition to: _____ (name) _____ (title).
 - ☐ other: _____

Served at _____ (address) in _____ County,
_____ (state) on this _____ (date) at _____ (time).

Printed Name of Sheriff or Server

Signature of Sheriff or Server

Subscribed and sworn to before me this _____ (day) _____ (month) _____ (year).

I am: (check one)

- ☐ the clerk of the court of which affiant is an officer.
- ☐ the judge of the court of which affiant is an officer.
- ☐ authorized to administer oaths in the state in which the affiant served the above summons. (use for out-of-state officer)
- ☐ authorized to administer oaths. (use for court-appointed server)

(Seal)

Signature and Title

28

4. Attend by **Webex** or other court approved video technology (computer or smart phone);
5. Attend by **Webex** or other court approved audio technology (telephone);
6. **Only appear in person if you have been informed that Division 28 will conduct in person proceedings on the date your hearing is set.**
To check on your case by telephone call **Division 28 at 314-613-3185 or the circuit clerk's office at 622-4433** during regular business hours.
You can access your case online on CaseNet at www.courts.mo.gov

If you fail to appear at your scheduled Court hearing by one of the three methods above, a default judgment may be entered against you.

To appear at the Webex hearing please follow the steps below:

Parties are required to appear in court on the date ordered physically if the courthouse is open for your specific proceeding or virtually using the below URL link and/or Audio Connection with the Meeting Number/Access Code 961 544 759

URL:

<https://mocourts.webex.com/meet/craig.higgins/>

Meeting Number:

967 395 750

Video Address:

craig.higgins@mocourts.webex.com

Audio connection:

United States Toll +1-408-418-9388

Access code:

967 395 750

Additional Information For Self-Represented Litigants on Associate Circuit Civil Cases – Page 2

1. The **WebEx** app is free and available through all phone app stores, such as the Google Play store or iTunes. The call in number is a toll call.
2. At the time of your scheduled hearing, you should log into **Webex** or call in using the audio connection above.
3. If you have any questions, please call the **Division 28 court clerk at 314-613-3185**.
4. VIDEO OR AUDIO RECORDING by litigants or by counsel **IS PROHIBITED**.
5. Until your next court date, please consider the following:
 - You can monitor the status of your case online on CaseNet at www.courts.mo.gov. Use the “Track this Case” feature to automatically receive emails or text messages about your case.
 - **Before coming to the courthouse**, please check the St. Louis City Circuit Court website at www.stlcircuitcourt.com to determine whether the courthouse will be open on the day of your scheduled court hearing.
 - To check on your case by telephone call **Division 28 at 314-613-3185 or the circuit clerk’s office at 622-4433** during regular business hours. Due to the increased volume of calls, court clerks may not be available at all times to answer questions via telephone.
 - You have the right to hire an attorney to represent you.
 - Attorneys must **mark and** e-file all documents.
 - If you are not represented by a lawyer, you may file answers or other pleadings with the court by mail, or **when the Court is open to the public** come in person to the **St. Louis City Circuit Clerk’s office, 10 North Tucker, St. Louis, MO 63108**.
 - Parties are encouraged, but in no way required, to engage in settlement discussions regarding their cases. If a settlement is reached, a Consent Judgment resolving the case may be filed with the court. A consent judgement must be signed by all the parties and dated.



SPECIAL PROCESS SERVER

IN THE 22ND JUDICIAL CIRCUIT, CITY OF ST LOUIS, MISSOURI

Judge or Division: NICOLE JEAN COLBERT BOTCHWAY	Case Number: 2022-AC10738	Special Process Server 1 M TOMLIN
Plaintiff/Petitioner: TIMOTHY JESSE SNOW	Plaintiff's/Petitioner's Attorney/Address or Pro Se's Address/Telephone Number: RICHARD ANTHONY VOYTAS 12444 POWERS COURT DRIVE SUITE 370 ST LOUIS, MO 63131 (314) 394-0605	Special Process Server 2 M A JONES
Defendant/Respondent: ALPHA RECOVERY CORP.		Special Process Server 3
Nature of Suit: AC Other Tort	Date, Time and Location of Court Appearance: 06-JAN-2021 09:30 AM Division 28 CIVIL COURTS BUILDING 10 N TUCKER BLVD SAINT LOUIS, MO 63101 Please see the attached information for appearing via WebEx. WebEx connection information may also be found at http://www.stlcircuitcourt.com/	(Date File Stamp)

Summons for Personal Service Outside the State of Missouri (Associate Division Cases)

The State of Missouri to: ALPHA RECOVERY CORP.

Alias:

801 ADLAI STEVENSON DRIVE
SPRINGFIELD, IL 62703

COURT SEAL OF



CITY OF ST LOUIS

You are summoned to appear before this court physically if the court is open to the public or virtually if not on the date, time and location above, to answer the allegation in the petition filed by the above-named plaintiff/petitioner, a copy of which is attached. If you fail to appear at the time and place stated in this summons, judgment by default will be taken against you for the relief demanded in the petition. **Due to COVID19 challenges, virtual appearances by Webex.com are required until further order of this Court. **
If you have a disability requiring special assistance for your court appearance, please contact the court at least 48 hours in advance of scheduled hearing.

November 20, 2020

Date

Further Information:

Officer's or Server's Affidavit of Service

Note to serving officer: Service must not be made less than 10 days nor more than 60 days from the date the defendant/respondent is to appear in court.

I certify that:

- I am authorized to serve process in civil actions within the state or territory where the above summons was served.
- My official title is process server of Sangamon County, IL (state)
- I have served the above summons by: (check one)
 - ☐ delivering a copy of the summons and a copy of the petition to the defendant/respondent.
 - ☐ leaving a copy of the summons and a copy of the petition at the dwelling place or usual abode of the defendant/respondent with a person of the defendant's/respondent's family over the age of 15 years who permanently resides with the defendant/respondent.
 - ☒ (for service on a corporation) delivering a copy of the summons and a copy of the petition to: Dale Miller (name) Document Specialist (title).
 - ☐ other: _____

Served at 801 Adlai Stevenson Dr. Springfield (address) in Sangamon County, IL (state) on this 11/24/2020 (date) at 12:41 pm (time).

Michelle Tomlin

Printed Name of Sheriff or Server

Signature of Sheriff or Server

OFFICIAL SEAL

KATHY J LA BOUNTY

NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES OCT. 21, 2023

- Subscribed and sworn to before me this 24th (day) Nov. (month) 2020 (year).
- ☐ the clerk of the court of which affiant is an officer.
 - ☐ the judge of the court of which affiant is an officer.
 - ☐ authorized to administer oaths in the state in which the affiant served the above summons. (use for out-of-state officer)
 - ☐ authorized to administer oaths. (use for court-appointed server)

Kathy LaBounty
Signature and Title

AFFIDAVIT OF SERVICE

State of Missouri

County of St. Louis

22nd Judicial Circuit Court

Case Number: 2022-AC10738

Plaintiff:

Timothy Snow

vs.

Defendant:

Alpha Recovery Corp., and Bureaus Investment Group Portfolio No. 15, LLC

For:

Ross & Voytas, LLC
12444 Powerscourt Drive
Suite 370
St. Louis, MO 63131

Received by Clutter Investigations Inc. DBA Courthouse Courier on the 23rd day of November, 2020 at 7:43 am to be served on **Alpha Recovery Corp, c/o Illinois Corporation Service Co, Registered Agent, 801 Adlai Stevenson Drive, Springfield, IL 62703.**

I, Michelle Tomlin, being duly sworn, depose and say that on the **24th day of November, 2020 at 12:51 pm**, I:

served a **CORPORATION** by delivering a true copy of the **Summons for Personal Service Outside the State of Missouri, Additional Information for Self-Represented Litigants on Associate Circuit Civil Cases, Petition, and Request for Appointment of Process Server** with the date and hour of service endorsed thereon by me, to: **Dale Miller** as **Document Specialist** for **Alpha Recovery Corp**, at the address of: **c/o Illinois Corporation Service Co, Registered Agent, 801 Adlai Stevenson Drive, Springfield, IL 62703**, and informed said person of the contents therein, in compliance with all applicable law.

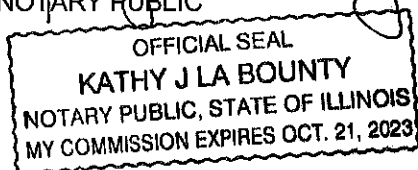
Description of Person Served: Age: 43, Sex: M, Race/Skin Color: White, Height: 5'11, Weight: 180, Hair: Bald, Glasses: Y

AFFIDAVIT OF SERVICE For 2022-AC10738

I being first duly sworn on oath, states that I am over 18 years of age and not a party to this lawsuit. Under penalties of perjury as provided by law, pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the above statement is true and correct.

Subscribed and Sworn to before me on the 24th
day of November, 2020 by the affiant
who is personally known to me.

Kathy LaBounty
NOTARY PUBLIC



Michelle Tomlin

Michelle Tomlin
129-316088

Clutter Investigations Inc. DBA Courthouse
Courier
1 West Old State Capitol Plaza
Suite 818
Springfield, IL 62701
(217) 528-5997

Our Job Serial Number: CLU-2020001957

**IN THE CIRCUIT COURT OF THE CITY OF ST. LOUIS
STATE OF MISSOURI
ASSOCIATE DIVISION**

TIMOTHY SNOW,

Plaintiff,

v.

ALPHA RECOVERY CORP., et al.,

Defendants.

Case No 2022-AC10738

Division 28

NOTICE OF CHANGE OF ADDRESS

PLEASE TAKE NOTICE that the address of the undersigned and Ross & Voytas, LLC has changed to 2242 S. Brentwood Blvd., St. Louis, MO 63144. The remainder of the undersigned's contact information remains the same.

Respectfully submitted,

ROSS & VOYTAS, LLC

By: /s/ Richard A. Voytas, Jr.
Richard A. Voytas, Jr., #52046
rick@rossvoytas.com
2242 S Brentwood Blvd.
St. Louis, MO 63144
Phone: (314) 394-0605
Fax: (636) 333-1212

Attorney for Plaintiff

CERTIFICATE OF SERVICE

The undersigned hereby certifies that a true and accurate copy of the foregoing was served by operation of the electronic filing system pursuant to Rule 103.08 and Court Operating Rule 27.01 this 8th day of December, 2020.

/s/ Richard A. Voytas, Jr

**IN THE CIRCUIT COURT OF THE CITY OF ST. LOUIS
STATE OF MISSOURI
ASSOCIATE DIVISION**

TIMOTHY SNOW,

Plaintiff,

v.

ALPHA RECOVERY CORP., et al.,

Defendants.

Case No 2022-AC10738

Division 28

MOTION FOR CONTINUANCE

COMES NOW Plaintiff Timothy Snow, by and through his undersigned counsel, and requests this Court a continuance from a January 6, 2020 at 9:30 a.m. court date to a February 3, 2020, at 9:30 a.m. court date.

Respectfully submitted,

ROSS & VOYTAS, LLC

By: /s/ Richard A. Voytas, Jr.
Richard A. Voytas, Jr., #52046
rick@rossvoytas.com
2242 S Brentwood Blvd.
St. Louis, MO 63144
Phone: (314) 394-0605
Fax: (636) 333-1212

Attorney for Plaintiff

CERTIFICATE OF SERVICE

The undersigned hereby certifies that a true and accurate copy of the foregoing was served by operation of the electronic filing system pursuant to Rule 103.08 and Court Operating Rule 27.01 this 30th day of December, 2020.

/s/ Richard A. Voytas, Jr.



SPECIAL PROCESS SERVER

IN THE 22ND JUDICIAL CIRCUIT, CITY OF ST LOUIS, MISSOURI

Richard
Tr. Nov 20
2:23 PM

Judge or Division: NICOLE JEAN COLBERT BOTCHWAY	Case Number: 2022-AC10738	Special Process Server 1 M TOMLIN
Plaintiff/Petitioner: TIMOTHY JESSE SNOW	Plaintiff's/Petitioner's Attorney/Address or Pro Se's Address/Telephone Number: RICHARD ANTHONY VOYTAS 12444 POWERS COURT DRIVE SUITE 370 ST LOUIS, MO 63131 (314) 394-0605	Special Process Server 2 M A JONES
Defendant/Respondent: ALPHA RECOVERY CORP.	vs.	Special Process Server 3
Nature of Suit: AC Other Tort	Date, Time and Location of Court Appearance: <u>06 JAN 2021 09:30 AM</u> Division 28 CIVIL COURTS BUILDING 10 N TUCKER BLVD SAINT LOUIS, MO 63101 Please see the attached information for appearing via WebEx. WebEx connection information may also be found at http://www.stlcircuitcourt.com/	(Date File Stamp)

Summons for Personal Service Outside the State of Missouri (Associate Division Cases)

The State of Missouri to: BUREAUS INVESTMENT GROUP PORTFOLIO NO 15 LLC

Alias:

650 DUNDEE ROAD SUITE 370
NORTHBROOK, IL 60062

COURT SEAL OF



CITY OF ST LOUIS

You are summoned to appear before this court physically if the court is open to the public or virtually if not on the date, time and location above, to answer the allegation in the petition filed by the above-named plaintiff/petitioner, a copy of which is attached. If you fail to appear at the time and place stated in this summons, judgment by default will be taken against you for the relief demanded in the petition. Due to COVID19 challenges, virtual appearances by Webex.com are required until further order of this Court. If you have a disability requiring special assistance for your court appearance, please contact the court at least 48 hours in advance of scheduled hearing.

November 20, 2020

Date

Further Information:

Officer's or Server's Affidavit of Service

Note to serving officer: Service must not be made less than 10 days nor more than 60 days from the date the defendant/respondent is to appear in court.

- I certify that: Michael A. Jones
- I am authorized to serve process in civil actions within the state or territory where the above summons was served.
 - My official title is Process Server of Cook County, ILL (state)
 - I have served the above summons by: (check one)
 - ☐ delivering a copy of the summons and a copy of the petition to the defendant/respondent.
 - ☐ leaving a copy of the summons and a copy of the petition at the dwelling place or usual abode of the defendant/respondent with a person of the defendant's/respondent's family over the age of 15 years who permanently resides with the defendant/respondent.
 - ☐ (for service on a corporation) delivering a copy of the summons and a copy of the petition to: _____ (name) _____ (title).
 - ☒ other: NOT Served Due To Covid Virus / Closed.

Served at _____ (address) in _____ County, _____ (state) on this _____ (date) at _____ (time).

Michael A. Jones
Printed Name of Sheriff or Server

Michael A. Jones
Signature of Sheriff or Server

Subscribed and sworn to before me this 19th (day) December (month) 20 (year).

I am: (check one)

- ☐ the clerk of the court of which affiant is an officer.
- ☐ the judge of the court of which affiant is an officer.
- ☐ authorized to administer oaths in the state in which the affiant served the above summons. (use for out-of-state officer)
- ☒ authorized to administer oaths. (use for court-appointed server)

Official Seal
(Seal) Michael P Slávník
Notary Public State of Illinois
My Commission Expires 03/29/2021

Michael A. Jones
Signature and Title

AFFIDAVIT PROOF OF NONSERVICE

Michael A. Slevnik, the undersigned, being first duly sworn on oath, depose and say that I am over the age of eighteen and not a party to action # 2022AG10738 filed in the circuit court of 22nd Judicial Circuit county, Missouri. I certify that I

non-served the attached papers on the Defendant as follows:

BUREAU Investment Group Port. Fol. 15 LLC
656 Dundee Road Suite 370
Northbrook, IL 60062

The Defendant named on the Summons and Complaint was not served for the following reason:

Attempted on 12-09-2020 AT 1:00pm OFFICE Closed
Due to Virus

Attempted on 12-15-2020 AT 10:00am OFFICE Closed
Due to Virus

Attempted on 12-19-2020 AT 4:00PM - OFFICE Closed
Due to Virus

I COULD NOT WITH REASONABLE DILIGENCE AND WITH THE CURRENT INFORMATION PROVIDED TO ME, EFFECT SERVICE ON THE ABOVE NAMED DEFENDANT AT THIS LOCATION.

Server: Michael A. Slevnik

Print

[Signature]

Signature

Signed and Sworn before me this 29 day of December, 2020

Notary Public [Signature]



**IN THE CIRCUIT COURT OF THE CITY OF ST. LOUIS
STATE OF MISSOURI
ASSOCIATE DIVISION**

TIMOTHY SNOW,

Plaintiff,

v.

ALPHA RECOVERY CORP., et al.,

Defendants.

Case No 2022-AC10738

Division 28

REQUEST FOR ALIAS SUMMONS

COMES NOW Plaintiff Timothy Snow, by and through his undersigned counsel, and asks that the Court issue an alias summons for Defendant Bureaus Investment Group Portfolio No. 15, LLC ("Defendant"). The previous summons, issued on November 20, 2020, was returned non-est. Plaintiff requests a new summons to attempt service on Defendant. Plaintiff is filing a Request for Appointment of Process Server contemporaneously with Request for Alias Summons.

Respectfully submitted,

ROSS & VOYTAS, LLC

By: /s/ Richard A. Voytas
Richard A. Voytas, Jr. # 52046 MO
Ross & Voytas, LLC
2242 S Brentwood Blvd.
St. Louis, MO 63144
(314) 394-0605 (telephone)
(314) 636-333-1212 (facsimile)
rick@rossvoytas.com

Attorney for Plaintiff

CERTIFICATE OF SERVICE

The undersigned hereby certifies that a true and accurate copy of the foregoing was served by operation of the electronic filing system pursuant to Rule 103.08 and Court Operating Rule 27.01 this 18th day of January, 2021.

/s/ Richard A. Voytas, Jr.

In the
CIRCUIT COURT
 City of St. Louis, Missouri



For File Stamp Only

TIMOTHY SNOW

Plaintiff/Petitioner

January 18, 2021

Date

vs.

2022-AC10738

Case number

ALPHA RECOVERY CORP., ET AL.

Defendant/Respondent

28

Division

REQUEST FOR APPOINTMENT OF PROCESS SERVER

Comes now Plaintiff, pursuant

Requesting Party

to Local Rule 14, requests the appointment by the Circuit Clerk of
 Courthouse Courier

1658 N Milwaukee Ave.,

Name of Process Server

Address

Telephone

Jason Laning

Chicago, IL 60647

877-528-5997

Name of Process Server

Address

Telephone

Name of Process Server

Address

Telephone

to serve the summons and petition in this cause on the below named parties.

SERVE:

Michael Slotky - Rgt. Agt. for Bureaus

Name

895 Oak Dr.

Address

Glencoe, IL 60062

City/State/Zip

SERVE:

Name

Address

City/State/Zip

Appointed as requested:

TOM KLOEPPINGER, Circuit Clerk

By

Deputy Clerk

Date

SERVE:

Name

Address

City/State/Zip

SERVE:

Name

Address

City/State/Zip

/s/ Richard A. Voytas, Jr.

Attorney/Plaintiff/Petitioner
 52046

Bar No.

2242 S Brentwood Blvd., St. Louis, MO 63144

Address

314-394-0605

Phone No.

Exhibit A

RULE 14 SPECIAL PROCESS SERVERS

1. Any person appointed by the Court or the Circuit Clerk to serve process must have a license issued pursuant to this rule to serve process.
2. Licenses to serve process shall be issued by the Sheriff of the City of St. Louis if the applicant has met the following qualifications:
 - a. Is twenty-one years of age or older;
 - b. Has a high school diploma or an equivalent level of education;
 - c. Has insurance coverage for any errors or omissions occurring in the service of process;
 - d. Has not been convicted, pleaded guilty to or been found guilty of any felony, or of any misdemeanor involving moral turpitude; and,
 - e. Has passed a training course for the service of process which shall be administered by the Sheriff of the City of St. Louis.
3. Each applicant for a process server license under the provisions of this rule shall provide an affidavit setting forth such person's legal name, current address, any other occupations and current telephone numbers. Licensed process servers shall immediately notify the Sheriff of the City of St. Louis of any change in the above information, and the failure to do so shall constitute good cause for the revocation of such person's license.
4. The Sheriff of the City of St. Louis shall maintain a list of persons licensed to serve process pursuant to this rule, and shall make such list available to litigants upon request.
5. A photo identification card designed by the Sheriff of the City of St. Louis shall be issued in addition to the license. No other identification will be allowed. All licenses must be signed and approved by the Sheriff of the City of St. Louis and the Presiding Judge or his designee.
6. A license fee recommended by the Sheriff and approved by the Court En Banc shall be charged to cover the costs of compiling and maintaining the list of process servers and for the training of such process servers. The license fees shall be made payable to the Sheriff of the City of St. Louis.

7. A license for service of process issued under this rule may be revoked by the Sheriff with the approval of the Presiding Judge or his designee, for any of the following reasons:

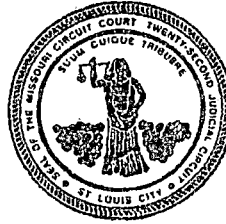
- a. Misrepresentation of duty or authority;
- b. Conviction, guilty plea or finding of guilty of any state or federal felony, or a misdemeanor involving moral turpitude;
- c. Improper use of the license;
- d. Making a false return; or
- e. Any other good cause.

Provided, no service of process made by an appointed process server with a revoked license shall be void if the Court or Circuit Clerk made the appointment in good faith without knowledge of the license revocation.

8. Any person authorized to serve process may carry a concealed firearm as allowed by Section 506.145, RSMo, only while actually engaged in the service of process and only if the person has passed a firearms qualification test approved by a law enforcement agency; provided, however, that any licensed special process server may file a written waiver of the right to carry a concealed firearm and thereby avoid the requirements of firearm training and testing. Any violation of this section shall be considered beyond the scope of the privilege to carry a concealed weapon that is granted by the appointment, and shall constitute good cause for the revocation of the license.
9. Applications for the appointment of a special process server shall be made on forms available in the offices of the Sheriff and Circuit Clerk. Orders Appointing special process servers may list more than one licensed server as alternatives.
10. The licenses granted pursuant to this rule shall be good for two years. Each person granted a license shall be required to reapply at the expiration of the license and shall be required to provide all the information required in the initial application, including a current police record check.

(Approved 9/28/92; amended 11/23/92; 5/31/95; 12/17/07)

In the
CIRCUIT COURT
 City of St. Louis, Missouri



For File Stamp Only

TIMOTHY SNOW

Plaintiff/Petitioner

January 18, 2021

Date

vs.

2022-AC10738

Case number

ALPHA RECOVERY CORP., ET AL.

28

Defendant/Respondent

Division

REQUEST FOR APPOINTMENT OF PROCESS SERVER

Comes now Plaintiff, pursuant

Requesting Party

to Local Rule 14, requests the appointment by the Circuit Clerk of
 Courthouse Courier

1658 N Milwaukee Ave.,

Name of Process Server
 Jason Laning

Address
 Chicago, IL 60647

Telephone
 877-528-5997

Name of Process Server

Address

Telephone

Name of Process Server

Address

Telephone

to serve the summons and petition in this cause on the below named parties.

SERVE:

Michael Slotky - Rgt. Agt. for Bureaus

Name
 895 Oak Dr.

Address
 Glencoe, IL 60062

City/State/Zip

SERVE:

Name

Address

City/State/Zip

SERVE:

Name

Address

City/State/Zip

SERVE:

Name

Address

City/State/Zip

Appointed as requested:

TOM KLOEPPINGER, Circuit Clerk

By

Deputy Clerk

Date

/s/ Richard A. Voytas, Jr.

Attorney/Plaintiff/Petitioner
 52046

Bar No.
 2242 S Brentwood Blvd., St. Louis, MO 63144

Address
 314-394-0605

Phone No.

Exhibit A

**IN THE CIRCUIT COURT OF THE CITY OF ST. LOUIS
STATE OF MISSOURI
ASSOCIATE DIVISION**

TIMOTHY SNOW,

Plaintiff,

v.

ALPHA RECOVERY CORP., et al.,

Defendants.

Case No 2022-AC10738

Division 28

MOTION FOR CONTINUANCE

COMES NOW Plaintiff Timothy Snow, by and through his undersigned counsel, and requests this Court a continuance from a February 3, 2021 at 9:30 a.m. court date to a March 3, 2021, at 9:30 a.m. court date.

Respectfully submitted,

ROSS & VOYTAS, LLC

By: /s/ Richard A. Voytas, Jr.
Richard A. Voytas, Jr., #52046
rick@rossvoytas.com
2242 S Brentwood Blvd.
St. Louis, MO 63144
Phone: (314) 394-0605
Fax: (636) 333-1212

Attorney for Plaintiff

CERTIFICATE OF SERVICE

The undersigned hereby certifies that a true and accurate copy of the foregoing was served by operation of the electronic filing system pursuant to Rule 103.08 and Court Operating Rule 27.01 and via email to the following this 27th day of January, 2021:

Kevin J. Farrell, Attorney
Law Office of Randy B. Corporon, P.C.
2821 S Parker Road, Suite 555
Aurora, CO 80014
kjf@corporonlaw.com

/s/ Richard A. Voytas, Jr.

Judge or Division: CRAIG KENNEDY HIGGINS	Case Number: 2022-AC10738	Special Process Server 1
Plaintiff/Petitioner: TIMOTHY JESSE SNOW	Plaintiffs/Petitioner's Attorney/Address or Pro Se's Address/Telephone Number: RICHARD ANTHONY VOYTAS ROSS & VOYTAS LLC 2242 S BRENTWOOD BLVD SAINT LOUIS, MO 63144 (314) 394-0605	Special Process Server 2
Defendant/Respondent: ALPHA RECOVERY CORP.		Special Process Server 3
Nature of Suit: AC Other Tort	Date, Time and Location of Court Appearance: 03-MAR-2021 09:30 AM Division 28 CIVIL COURTS BUILDING 10 N TUCKER BLVD SAINT LOUIS, MO 63101 Please see the attached information for appearing via WebEx. WebEx connection information may also be found at http://www.stlcircuitcourt.com/	(Date File Stamp)

Rules 54.06, 54.07, 54.14, 54.20;
506.500-506.510, 517.041 RSMo

Total

\$

See the following page for directions to officer making return on service of summons.

Directions to Officer Making Return on Service of Summons

A copy of the summons and a copy of the motion and/or petition must be served on each defendant/respondent. If any defendant/respondent refuses to receive the copy of the summons and motion and/or petition when offered to him, the return shall be prepared to show the offer of the officer to deliver the summons and motion and/or petition and the defendant's/respondent's refusal to receive the same.

Service shall be made: (1) On Individual. On an individual, including an infant or incompetent person not having a legally appointed guardian, by delivering a copy of the summons and motion and/or petition to the individual personally or by leaving a copy of the summons and motion and/or petition at the individual's dwelling house or usual place of abode with some person of the family over 15 years of age who permanently resides with the defendant/respondent, or by delivering a copy of the summons and motion and/or petition to an agent authorized by appointment or required by law to receive service of process; (2) On Guardian. On an infant or incompetent person who has a legally appointed guardian, by delivering a copy of the summons and motion and/or petition to the guardian personally; (3) On Corporation, Partnership or Other Unincorporated Association. On a corporation, partnership or unincorporated association, by delivering a copy of the summons and motion and/or petition to an officer, partner, or managing or general agent, or by leaving the copies at any business office of the Defendant/Respondent with the person having charge thereof or by delivering copies to its registered agent or to any other agent authorized by appointment or required by law to receive service of process; (4) On Public or Quasi-Public Corporation or Body. On a public, municipal, governmental or quasi-public corporation or body in the case of a county, to the mayor or city clerk or city attorney in the case of a city, to the chief executive officer in the case of any public, municipal, governmental, or quasi-public corporation or body or to any person otherwise lawfully so designated.

Service may be made by an officer or deputy authorized by law to serve process in civil actions within the state or territory where such service is made.

Service may be made in any state or territory in the United States. If served in a territory, substitute the word "territory" for the word "state."

The officer making the service must swear an affidavit before the clerk, deputy clerk, or judge of the court of which the person is an officer or other person authorized to administer oaths. This affidavit must state the time, place, and manner of service, the official character of the affiant, and the affiant's authority to serve process in civil actions within the state or territory where service is made.

Service must not be made less than 10 days nor more than 60 days from the date the defendant/respondent is to appear in court. The return should be made promptly, and in any event so that it will reach the Missouri court within 30 days after service.

Information For Virtual Appearances via Webex Associate Circuit Civil Cases – Page 1

During the Coronavirus pandemic (COVID-19) , the **22st Judicial Circuit (St. Louis City)** has remained open and operational with limited access for in-person appearances pursuant to Missouri Supreme Court Orders and Operational Directives. Until further court order, all associate civil cases pending in **Divisions 28** will be conducted virtually via the **Webex** or other court approved video technology.

In order to participate through **Webex** or other court approved video technology, you **MUST** have a valid email address or access to a phone.

You may appear in one of three ways:

1. Attend by **Webex** or other court approved video technology (computer or smart phone);
2. Attend by **Webex** or other court approved audio technology (telephone);
3. **Only appear in person if you have been informed that Division 28 will conduct in person proceedings on the date your hearing is set.**

To check on your case by telephone call **Division 28 at 314-613-3185 or the circuit clerk's office at 622-4433** during regular business hours.

You can access your case online on CaseNet at www.courts.mo.gov

If you fail to appear at your scheduled Court hearing by one of the three methods above, a default judgment may be entered against you.

To appear at the Webex hearing please follow the steps below:

Parties are required to appear in court on the date ordered physically if the courthouse is open for your specific proceeding or virtually using the below URL link and/or Audio Connection with the Meeting Number/Access Code 961 544 759

Information For Virtual Appearances via Webex Associate Circuit Civil Cases – Page 1

During the Coronavirus pandemic (COVID-19) , the **22st Judicial Circuit (St. Louis City)** has remained open and operational with limited access for in-person appearances pursuant to Missouri Supreme Court Orders and Operational Directives. Until further court order, all associate civil cases pending in **Divisions 28** will be conducted virtually via the **Webex** or other court approved video technology.

In order to participate through **Webex** or other court approved video technology, you **MUST** have a valid email address or access to a phone.

You may appear in one of three ways:

4. Attend by **Webex** or other court approved video technology (computer or smart phone);
5. Attend by **Webex** or other court approved audio technology (telephone);
6. **Only appear in person if you have been informed that Division 28 will conduct in person proceedings on the date your hearing is set.**

To check on your case by telephone call **Division 28 at 314-613-3185 or the circuit clerk's office at 622-4433** during regular business hours.

You can access your case online on CaseNet at www.courts.mo.gov

If you fail to appear at your scheduled Court hearing by one of the three methods above, a default judgment may be entered against you.

To appear at the Webex hearing please follow the steps below:

Parties are required to appear in court on the date ordered physically if the courthouse is open for your specific proceeding or virtually using the below URL link and/or Audio Connection with the Meeting Number/Access Code 961 544 759

URL:

<https://mocourts.webex.com/meet/craig.higgins/>

Meeting Number:

967 395 750

Video Address:

craig.higgins@mocourts.webex.com

Audio connection:

United States Toll +1-408-418-9388

Access code:

967 395 750

Additional Information For Self-Represented Litigants on Associate Circuit Civil Cases – Page 2

1. The **WebEx** app is free and available through all phone app stores, such as the Google Play store or iTunes. The call in number is a toll call.
2. At the time of your scheduled hearing, you should log into **Webex** or call in using the audio connection above.
3. If you have any questions, please call the **Division 28 court clerk at 314-613-3185**.
4. VIDEO OR AUDIO RECORDING by litigants or by counsel **IS PROHIBITED**.
5. Until your next court date, please consider the following:
 - You can monitor the status of your case online on CaseNet at www.courts.mo.gov. Use the “Track this Case” feature to automatically receive emails or text messages about your case.
 - **Before coming to the courthouse**, please check the St. Louis City Circuit Court website at www.stlcitycircuitcourt.com to determine whether the courthouse will be open on the day of your scheduled court hearing.
 - To check on your case by telephone call **Division 28 at 314-613-3185 or the circuit clerk’s office at 622-4433** during regular business hours. Due to the increased volume of calls, court clerks may not be available at all times to answer questions via telephone.
 - You have the right to hire an attorney to represent you.
 - Attorneys must **mark and** e-file all documents.
 - If you are not represented by a lawyer, you may file answers or other pleadings with the court by mail, or **when the Court is open to the public** come in person to the St. Louis **City Circuit Clerk’s office, 10 North Tucker, St. Louis, MO 63108**.
 - Parties are encouraged, but in no way required, to engage in settlement discussions regarding their cases. If a settlement is reached, a Consent Judgment resolving the case may be filed with the court. A consent judgement must be signed by all the parties and dated.

Additional Information For Self-Represented Litigants on Associate Circuit Civil Cases – Page 2

6. The **WebEx** app is free and available through all phone app stores, such as the Google Play store or iTunes. The call in number is a toll call.
7. At the time of your scheduled hearing, you should log into **Webex** or call in using the audio connection above.
8. If you have any questions, please call the **Division 28 court clerk at 314-613-3185**.
9. VIDEO OR AUDIO RECORDING by litigants or by counsel **IS PROHIBITED**.
10. Until your next court date, please consider the following:
 - You can monitor the status of your case online on CaseNet at www.courts.mo.gov. Use the “Track this Case” feature to automatically receive emails or text messages about your case.
 - **Before coming to the courthouse**, please check the St. Louis City Circuit Court website at www.stlcitycircuitcourt.com to determine whether the courthouse will be open on the day of your scheduled court hearing.
 - To check on your case by telephone call **Division 28 at 314-613-3185 or the circuit clerk’s office at 622-3573** during regular business hours. Due to the increased volume of calls, court clerks may not be available at all times to answer questions via telephone.
 - You have the right to hire an attorney to represent you.
 - Attorneys must **mark and** e-file all documents.
 - If you are not represented by a lawyer, you may file answers or other pleadings with the court by mail, or **when the Court is open to the public** come in person to the St. Louis **City Circuit Clerk’s office, 10 North Tucker, St. Louis, MO 63108**.
 - Parties are encouraged, but in no way required, to engage in settlement discussions regarding their cases. If a settlement is reached, a Consent Judgment resolving the case may be filed with the court. A consent judgement must be signed by all the parties and dated.